



Welcome to Dual Enrollment 2025-26



Dual Enrollment Parent/Guardian and Student Meeting 2/20/2025

1. Student Last Name, First Name:

Print: _____ Sign: _____

2. Print Clearly Student Email Address: / Student Cell Phone Number:

_____/_____

3. Current Grade Level:

☐ 9

☐ 10

☐ 11

4. I am interested in dual enrolling with the following institution(s):

☐ Manatee Technical College (MTC)

☐ State College of Florida (SCF)

☐ University of South Florida (USF)

5. I have taken the (*check all that apply*):

☐ PERT

☐ ACT

☐ SAT

6. I am registered to take the following test:

☐ ACT registered for the month of _____

☐ SAT registered for the month of

7. Parent/Guardian First and Last name:

Print: _____ Sign: _____

8. Print Clearly Parent/Guardian Email Address / Parent/Guardian Cell Phone Number:

Acceleration Options at MHS (College Level Coursework)

Benefits and Disadvantages

| ADVANCED PLACEMENT (AP) | DUAL ENROLLMENT (DE) |
|---|--|
| + The AP program is nationally recognized as a college-level curriculum. | + If a student is successful in the course, college credit is granted. |
| + A poor grade in an AP course only affects a student's high school record. | - Course credit is awarded by the Florida SUS but not necessarily by other universities nationwide. |
| - Each university decides how to award college credit depending on a student's AP test score. | - If a student receives a W, D or F from SCF or a W, C-, D or F from USF, the student will not be able to take DE courses during the next semester. |
| NOTE: Summer assignments may be required for some AP courses and must be completed by the first day of school. | - If a student does poorly in a course, the grade follows the student to college and can negatively impact a student's chances of being admitted to college. |

- ▶ Please remember that when you start taking dual enrollment courses, you are starting your college transcript.
- ▶ Grades can not be removed off your college transcript.
- ▶ Your college transcript CAN and MAY affect admittance to other colleges/universities.
- ▶ Students will need to provide their own transportation to SCF or USF (off campus).



Successful Dual Enrollment Students...

- ▶ Have *ideally* completed English 3 Honors before taking ENC 1101 / ENC 1102.

(The exception would be 10th graders entering the accelerated Dual Enrollment program at SCF)

- ▶ Have completed Algebra 2 Honors prior to taking MAC 1005 / STA 2023

3 Types of Dual Enrollment:

1. Manatee Technical College (MTC) - At MTC
2. State College of Florida (SCF) - Off Campus at SCF
3. University of South Florida (USF)

State College of Florida (SCF)



*Off Campus at SCF

*Students must provide their own transportation

Opportunities Through SCF:

1. Dual Enrollment
2. Accelerated Dual Enrollment
3. Early Admission

1. Dual Enrollment (DE)



*Students may take up to 3 classes (11 college credit hours) per semester at SCF

*Courses taken at SCF may not interfere with a student's MHS schedule

*Students taking classes at SCF must maintain the 3.5 high school credit requirement per semester

GPA Requirement: 3.0 unweighted high school GPA.

Credit/Test Score Requirements:

| | |
|---------------------|--|
| Credit Requirement: | 10 HS Credits to include 2 in math and 2 in English |
| PERT Test Scores: | R=106 <i>AND</i> W=103, M=114 |
| SAT Test Scores: | R=24 <i>AND</i> W=25, M=24 |
| DIGITAL SAT Scores: | Evidence Reading/Writing=490, Math=480 |
| ACT Test Scores: | R=19 <i>AND</i> E=17, M=19 |
| CLT Scores: | Sum of Verbal Reasoning/Grammar/Writing:38 Quantitative Reasoning: 16 |

2. Accelerated Dual Enrollment (ADE)



*Goal: To earn an AA degree at the same time a student earns a high school diploma

*Full time at SCF for Grade 11 **AND** Grade 12. Students may need to take a summer class between junior and senior year to reach this goal.

*Students must take 15 college credits each semester

GPA Requirement: 3.3 unweighted high school GPA.

Credit/Test Score Requirements:

| | |
|---------------------|---|
| Credit Requirement: | Credits to include 2 in math (Alg/Geo or higher and passed Alg 1 EOC req.) and 2 in English and passed the FSA-ELA req. |
| PERT Test Scores: | R=106 <i>AND</i> W=103 <i>AND</i> M=114 (All 3 required) |
| SAT Test Scores: | R=24 <i>AND</i> W=25 <i>AND</i> M=24 (All 3 required) |
| DIGITAL SAT Scores: | Evidence Reading/Writing=490 <i>AND</i> M=480 |
| ACT Test Scores: | R=19 <i>AND</i> E=17 <i>AND</i> M=19 (All 3 required) |
| CLT Test Scores: | Sum of Verbal Reasoning/Grammar/Writing=38 <i>AND</i> Quantitative Reasoning Section: 16 |

****Additional application materials may be required and there will be a required meeting with a SCF Coordinator/Advisor**

3. Early Admission (EA)

*Fulltime at SCF for Grade 12

*Student must take 12-15 college credits each semester

GPA Requirement: 3.0 unweighted high school GPA.

Credit/Test Score Requirements:

| | |
|---------------------|---|
| Credit Requirement: | 18 HS Credits to include 2 in math (Alg/Geo or higher) and 2 in English |
| PERT Test Scores: | R=106 <i>AND</i> W=103 <i>AND</i> M=114 (All 3 required) |
| SAT Test Scores: | R=24 <i>AND</i> W=25 <i>AND</i> M=24 (All 3 required) |
| DIGITAL SAT Scores: | Evidence Reading/Writing=490 <i>AND</i> M=480 |
| ACT Test Scores: | R=19 <i>AND</i> E=17 <i>AND</i> M=21 (All 3 required) |
| CLT Test Scores: | Sum of Verbal Reasoning/Grammar/Writing=38 <i>AND</i> Quantitative Reasoning Section: 16 |

3 Path Options:



EARLY COLLEGE
5840 26th St. W., Bldg. 1, Rm. 237, Bradenton, FL 34207 • phone 941-752-5422
8000 S. Tamiami Trail, Bldg. 100, Venice, FL 34293 • phone 941-408-1300, ext. 65422
EarlyCollege@SCF.edu



"General" Path Options

| | | | | | |
|----------|-----------|----------|-----------|----------|----------|
| AMH 1010 | ASL 1150 | EEC 2217 | HLP 1000C | MUH2110 | REL 2240 |
| AMH 1020 | ASL 1150L | EEC 2226 | HLP 1081 | MUL 1019 | REL 2300 |
| AMH 1091 | ASL 2160 | EEC 2401 | HSC 1100 | MUL 2010 | RTV 1512 |
| AMH 2036 | ASL 2200 | EEC 2520 | HSC 1132 | MUS1550 | RTV 2000 |
| AML 2010 | AST 1002 | EEC 2527 | HSC 2200 | MUT1001 | RTV 2100 |

STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

"Business" Path Options

| | | |
|-----------|-----------|----------|
| ACG 2021* | FRE 1120 | PHI 2631 |
| ACG 2071* | FRE 1120L | PHY1020C |
| AMH 1010 | FRE 1121 | PLA 1003 |
| AMH 1020 | FRE 1121L | PLA 1104 |
| AML 2010 | GEB 1011 | PLA 1610 |

"Science, Technology, Engineering & Math (STEM)" Path

| | | | |
|----------|-----------|----------|-----------|
| AMH 1010 | COP 2170 | LIT 2090 | SLS 1301 |
| AMH 1020 | COP 2224C | LIT 2110 | SPC 1608 |
| AML 2010 | COP 2228C | LIT 2120 | SPN 1120 |
| AML 2020 | COP 2250C | LIT 2310 | SPN 1120L |
| AML 2600 | COP 2510 | LIT 2380 | STA 2023 |

Early College Focus Options:

General Pathway Focus Options:

- Graphic Design (A.S.)
- Paralegal/Pre-Law (A.A.)
- STEM Pathway Focus Options:

STEM Pathway Focus Options:

- Computer Science (A.A.)
- Health Services Management (A.S.)
- Pre-Dental Hygiene (A.S.)
- Pre-Nursing (A.S.)
- Pre-Occupational Therapy Assistant (A.S.)
- Pre-Physical Therapy Assistant (A.S.)

SCF Dual Enrollment Process

See Checklist for SCF Dual Enrollment on the
MHS Website



CHECKLIST FOR SCF DUAL ENROLLMENT



Deadlines for completing all steps are May 15 for the Fall semester and December 1 for the Spring semester. No exceptions after the deadline.

Prior to beginning this process, students and their parents/guardians will be required to attend the Dual Enrollment Mandatory Meeting on March 22, 2023 and submit required paperwork indicating this was done.

Please complete all steps in the order they are listed below.

☐ Step 1: Determine Eligibility

Verify that you meet both the GPA and test score requirements. (see SCF Info and Instructions page.)

☐ Step 2: Complete Dual Enrollment Application

Complete the [SCF Dual Enrollment Application for Admission](#). After the application is complete and reviewed the student will receive a Welcome Email with their SCF credentials. *Continuing Dual Enrollment students will not need to complete a new application.*

Step 3: Submit Placement Testing Results

- Students must submit official college placement scores in Reading, Writing and Mathematics to enroll in college credit courses. Approved tests include the ACT, SAT, and PERT (Postsecondary Education Readiness Test). Scores may not be more than 24 months old. PERT Testing for Early College purposes may be taken only once per term and twice per calendar year.
- Students may request their SAT scores from the College Board: <https://www.collegeboard.org/>
- Information regarding ACT scores can be found on the ACT website: <http://www.act.org/>
- SCF's school code for SAT is 5427 and ACT is 0741.
- Students who do not have ACT, SAT or PERT scores, may schedule a testing appointment for the PERT at the SCF Assessment & Testing Center.
- Any student who wishes to participate in Accelerated Dual Enrollment or Early Admission must earn qualifying scores in all three areas (Reading, Writing & Mathematics).

Step 4: Complete SCF Dual Enrollment Contract

- Students visit the [SCF Early College website](#), read the SCF Dual Enrollment contract, indicate his/her desired participation level (Dual Enrollment, Accelerated Dual Enrollment, or Early Admission), indicate his/her preferred pathway (General Education, STEM or Business), enter his/her high school counselor's email address (listed on page 2), parent's email address and provide digital signature.
- Parent receives contract link, reads the SCF Dual Enrollment contract and provides digital signature.
- Counselor receives email with contract link and provides digital signature verifying that all requirements are met (GPA and test scores). *If requirements are not met, the contract will not be approved.*

Step 5: Complete MHS Dual Enrollment Agreement

Student and parent must also print, sign and return the [MHS Dual Enrollment Agreement](#) to their high school counselor.

☐ Step 6: Complete SCF Dual Enrollment Approval Form

Student and parent must also print, sign and return the SCF Dual Enrollment Approval Form to their high school counselor. ****See Academic Advising Below.** Students must meet with their high school counselor to review what classes are still required for high school graduation and to approve this form.

☐ Step 7: Join Schoology Group

All students must join a Schoology group for Dual Enrollment so that important updates can be communicated to all students at the same time. The join code is **HDQQ-TJ9M-N8855**. Please make sure to check this group frequently.

☐ Step 8: Complete Online SCF Orientation

The link to complete online orientation is included in the Welcome Email. If students do not complete orientation, they will not be able to register. *Required for new students only.*

Step 9: Register for SCF Classes

Upon satisfactory completion of the previous steps, registration will be available through the MySCF portal. Students may only register for courses that have been approved within the chosen pathway and those listed on the Course Approval Form. Students will only be permitted to register for full term (16 week) classes.

Step 10: Get Instructional Materials for SCF Courses

Obtain textbooks for approved courses by following the [Early College Textbook Procedures](#). *Please note, making changes to the schedule after the posted deadline will result in a delay receiving textbooks.*

MHS/SCF High School Dual Enrollment Approval Form



Student Name: _____ Student ID: G00 _____

Email: _____ Phone Number _____

Term: Fall Spring

☐☐

Dual Enrollment Approval
(Maximum 11 hours)

☐

Accelerated Dual Enrollment Approval
(Gr 11/12: 15 hours)

☐

Year: _____ GPA: _____

Early Admission Approval
(Gr 12: 12-15 hours)

☐

Requested College Course(s)

| | Course | Hours | <u>Grad</u> Req? | | Course | Hours | <u>Grad</u> Req? |
|----|--------|-------|------------------|----|--------|-------|------------------|
| 1. | _____ | _____ | _____ | 4. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | 5. | _____ | _____ | _____ |



Manatee High School Early College/Dual Enrollment Programs Agreement

Student name _____ College ID # _____

As a student planning to enroll in a Dual Enrollment program through either State College of Florida or University of South Florida, my parent/guardian and I understand:

Time Guideline for Selecting Courses at SCF



The 2024-2025 High School Dual Enrollment Course Equivalency List may be on the MHS website.

If Taking 1 class at SCF:

If taking a morning class that counts as a $\frac{1}{2}$ credit- Students must be at MHS by 8:15 a.m.

If taking a morning class that counts as a 1.0 credit- Students must be at MHS by 9:10 a.m.

If taking an afternoon/evening class that counts as $\frac{1}{2}$ credit- Students will be able to leave MHS at 1:25 p.m.

If taking an afternoon/evening class that counts as 1.0 credit- Students will be able to leave MHS at 12:30 p.m.

If Taking 2 classes at SCF:

If taking morning classes that total 1.0 credits - Students must be at MHS by 9:10 a.m.

If taking morning classes that total 1.5 credits - Students must be at MHS by 10:05 a.m.

If taking morning classes that total 2.0 credits - Students must be at MHS by 11:00 a.m.

If taking afternoon/evening classes that total 1.0 credit - Students will be able to leave MHS at 12:30 p.m.

If taking afternoon/evening classes that total 1.5 credits - Students will be able to leave MHS at 11:05 a.m.

If taking afternoon/evening classes that total 2.0 credits - Students will be able to leave MHS at 10:10 a.m.



SCF Academic Calendar Fall 2025



Monday March 3rd

Web registration begins for all active students (including dual enrollment students) continuing for Fall 2025 classes.

Monday March 10th

Web registration begins for all new students (including dual enrollment students) transfer, transient, readmits and all others not previously registered for Fall 2025 classes.

Options with USF

1. DE courses offered at Manatee High School

2. **DE courses offered at USF (live or online)

3. **Early Admission at USF

(Deadline to apply is March 1, 2025.)

PAST:

- ** Registration for classes taken off campus is Late July/ Early August.
- ** Manatee High School begins August 12.
- ** Students may not get the classes they want at USF.
- ** Students may not get their textbooks for the 1st day of classes.

Dual Enrollment at MHS



*Dual Enrollment Courses are offered at MHS

*First time DE students may take up to 2 classes

GPA Requirement: 3.5 weighted high school GPA.

Test Score Requirement:

| | |
|---|---|
| PERT Test Scores- At MHS or SCF | R=106 AND W=103, M=123 |
| SAT Test Scores | Evidence Based Reading=560, Math=530 |
| ACT Test Scores | R=21, M=21 |
| CPT (Accuplacer)- At USF *Typically for homeschool students | R=256 AND W=253, AAF=250, QSA=261 |
| CLT Test Scores | V+W=38, Q Math= 16 |

Courses offered at Manatee HS:

ENC 1101/1102, ENC 2210 / CRW 3013, AMH 2010/2020,
MAC 1105 /STA 2023, **MAC 1147

*These courses are built into a student's 7 period schedule.

**Pre-requisite for MAC 1147: "C" or higher in MAC 1105 or SAT M=570 or ACT M=24

COURSE CANCELLATION

Manatee High School reserves the right to drop any course due to insufficient enrollment, lack of instructional materials, and/or teacher certification.

Some Math Sequencing Options for Students in Honors Algebra 2:

Some Options:

2024-25

2025-26

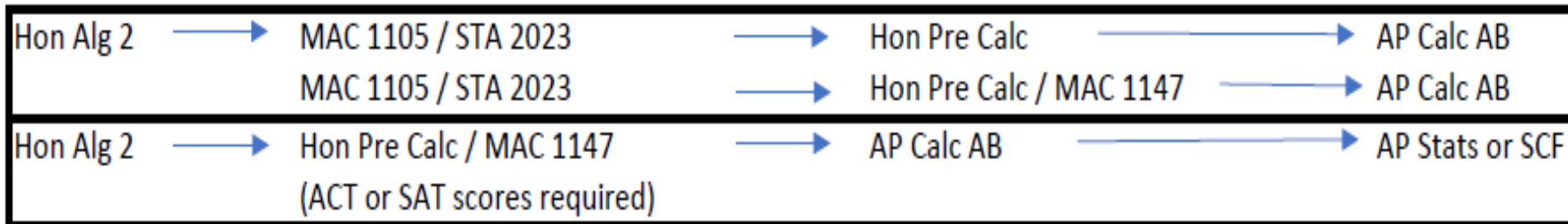
2026-27

2027-28

High School
Courses



DE / HS
Courses



USF Dual Enrollment Process



See Checklist for USF Dual Enrollment on the MHS Website

CHECKLIST FOR USF DUAL ENROLLMENT



For USF Early College Information, please visit the USF website at:

<https://www.usf.edu/early-university-programs/dual-enrollment/>

In order to meet USF deadlines, the MHS deadline for completing all these steps for Dual Enrollment is May 15 for Fall Semester and November 13 for Spring Semester.
(Note: Early Admission deadline is March 1)

Prior to beginning this process, students and their parents/guardians will be required to attend/view the Dual Enrollment Mandatory Meeting/Power Points and submit required paperwork indicating this was done. In addition, students and their parents/guardians are encouraged to read through [USF's Application Procedure](#) on the USF website to ensure all requirements have been completed for USF.

Please complete all steps in the order they are listed below.

NEW DE students – Start at Step 1

Returning students– Start at Step 7

☐ Step 1: Determine Eligibility

Verify that you meet both the 3.5 weighted GPA and test score requirements. See [University of South Florida Requirements and Deadlines](https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx) at <https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx>

☐ Step 2: Test Scores

If you do not have qualifying PERT test scores, you will need to register for the SAT/ACT or CLT.

SAT can be scheduled at www.collegeboard.org

ACT can be scheduled at www.actstudent.org

CLT can be scheduled at www.cltexam.com/tests/clt/

PERT testing was given at MHS on January 28.

All qualifying scores must be earned before the May 15 deadline to participate in dual-enrollment and before March 1 for Early Admission.

REMINDER: SAT/ACT/CLT scores must be sent directly to USF from College Board, ACT, or CLT.

☐ Step 3: Complete Application on a Computer or Laptop (NOT on a CELL PHONE)

Before starting the application, you should make sure you have the following items available:

- 1) Parent/Guardian's Driver License
- 2) Parent/Guardian's vehicle VIN number
- 3) Parent/Guardian's Voter ID # (if registered)
- 4) Date that parent started establishing legal Florida residence.

For Dual enrollment: Complete the [USF Non-Degree Seeking Application](#). **Do not pay the application fee, just close your browser at this point.** Continuing Dual Enrollment students will not need to complete a new application.

For Early Admission: Complete the [USF Degree Seeking Application](#).



UNIVERSITY OF
SOUTH FLORIDA



☐ **Step 4: Activate USF Student NetID**


Approximately 3 days after submitting your USF application, set up your USF NetID and email account by [clicking here](#), or at <https://netid.usf.edu/Activate>. You must regularly check your USF email account for communication regarding course registration. USF will only communicate through your USF email address.

☐ **Step 5: Submit Residency Information**

If you submitted your residency information during the online application process, you can skip this step. If not completed during the application the [Residency Form](#) and any supporting documentation must be submitted to the USF Office of Admissions after your application is processed.

☐ **Step 6: Submit Medical History Form & Immunizations Records**

All students must comply with the USF Immunization Policy. This applies to USF courses offered at a USF campus or courses offered at a high school campus. Complete the [Medical History & Immunizations](#) form and return it to the USF Student Health Services Office. Directions for how to submit the form can be found on the second page of the document.



IMPORTANT: The Meningitis vaccine section cannot be left blank. You must indicate if you have received the vaccine, or you should **check the box to decline meningitis/hepatitis**

☐ **Step 7: Submit 2025-2026 (DE) Informational Approval Form 1**

Once you have received the email from USF with your Student NetID, use your USF U# to complete the [Dual Enrollment Informational Approval Form 1](#) . This form is completed once per year.

☐ **Step 8: Complete the USF (DE) Student Planning Worksheet**

Download, print and complete the [USF \(DE\) Student Planning Worksheet](#). Make sure it is signed by you and your parent/guardian. Using your planning sheet, list the courses you plan to take. Make sure you have met the pre-requisites for each course and return this to your high school counselor. Your school counselor will use this to complete the USF Form 2.



USF Dual Enrollment Course(s) Student Planning Worksheet

Please complete the form below and discuss with your high school advisor / counselor.

Your school will use the information below to fill out FORM 2. The selection of these courses will require you to look in My USF / Oasis. Provide the course prefix, course number, course title, mode of instruction (online, on USF campus, or on high school campus) for each course you are planning to take.

Student Name (Last, Middle, First): _____

Date of Birth _____ Graduation Year _____

USF U number: _____ USF NetID (email): _____

| High School Name | Grade | Counselor's name |
|------------------|-------|------------------|
| | | |

Please fill out all columns that apply. **High school on campus courses do not need CRNs**, but do need all other information. *List your preferred courses first, in order of preference, and provide additional options in case the first choice is full.* Put a check mark to let us know if the class is online or an USF campus, or at your high school.

| Course Prefix & Number | Course Title | CRN (5 digits) | Online USF | On a USF Campus | Course on your high school campus |
|------------------------|--------------|----------------|------------|-----------------|-----------------------------------|
| | | | | | |

Manatee High School

Early College/Dual Enrollment Programs Agreement

Student name _____ College ID # _____

As a student planning to enroll in a Dual Enrollment program through either State College of Florida or University of South Florida, my parent/guardian and I understand:

Dual Enrollment Continuation Requirements

| | USF | SCF |
|-----------------|--|--|
| High School GPA | 3.3 weighted GPA | 3.0 un-weighted GPA |
| College Grades | “C” or better in all attempted DE courses for previous term. (No C-, D, F, W) | “C” or better in all attempted DE courses for previous term. (No D, F, W) |



In Conclusion:

DEADLINES-DEADLINES-DEADLINES-DEADLINES

It is the Student's responsibility to make sure all deadlines are being met. There are no exceptions to missed deadlines.

Schoology

Once the application process has been completed and all forms turned in, off-campus students will be invited to join the Dual Enrollment Schoology Group. This is where all changes, updates, and textbook procedures will be posted. .

Questions / Answers

Please remember to turn in your
gray forms.

